Job Description

Invictus: Endeavours Programme Manager

JAN22

The Invictus: Endeavours Programme Manager will support the Grants and Programmes Director in the identification, selection, management and evaluation of international projects and programmes funded through the Invictus: Endeavours Grants Programme.  All in order to promote opportunities for WIS engagement in sports recovery, adventurous challenge and outdoor pursuit across a spectrum of accessibility that support recovery and onward rehabilitation.

The Invictus: Endeavours Programme Manager will be the principal point of contact for international enquiries regarding accessing grant funding and will be responsible for leading the assessment in suitability and required due diligence in order to generate proposals to the Programmes Advisory Board.

The Invictus: Endeavours Programmes Manager will be the principal point of contact for endeavour leads in order to assist them in achieving success through leveraging support, encouraging collaboration and sharing best practice.  The Programmes Manager will liaise with the Associate Director: WIS Engagement and the Invictus Community Liaison Officer in order to ensure the details of the endeavour are communicated and the activity fully populated with suitable candidates and the Communications Director to ensure that the impact of the Endeavours is more widely shared.

The Invictus: Endeavours Programmes Manager will be responsible for managing the evaluation process in order that correct due diligence is undertaken and outputs and outcomes can be assessed on individual, project and programme level.  This information is vital for understanding the impact of Invictus: Endeavour and therefore the Programmes Manager will be required to contribute to communications material and external reports with quantitative data and qualitative case studies.  There will be a requirement to work closely with the existing Grants & Programmes Manager in order to avoid duplication and to promote collaboration.

You will also be responsible for all aspects of managing the Programmes Advisory Board including scheduling meeting dates for the year ahead, circulating the agenda and papers once approved by the Chair, taking minutes during the meeting and circulating for approval on a timely basis post the meeting.

As a secondary duty, the Invictus: Endeavours Programmes Manager will be required to provide elements of administrative support to the Grants and Programmes Director.

The Invictus: Endeavours Programmes Manager will be directly managed by the Grants and Programmes Director and their work overseen quarterly by the Programmes Advisory Board.

The Invictus Games Foundation is seeking a diligent, efficient and enthusiastic team member who will be dedicated to developing an international portfolio of projects that support the ambitions of WIS to use sport and adventurous challenge as part of their recovery and onward rehabilitation.

We hope to recruit a member of the WIS Community; previous Invictus experience is not a requirement but a successful applicant will be able to demonstrate experience of or an understanding of opportunities available to those undertaking a recovery journey.

A passion for sport and adventurous challenge is a requirement and we will be looking for a recruit that has experience of managing team sports, tours or activities of an expeditionary nature and in doing so, can demonstrate skills in effective risk identification, assessment and mitigation.

Since the role will involve liaison with individuals from across the Invictus Community of Nations, cultural awareness and sensitivity is a requirement and an ability to communicate in different languages would be beneficial.

Some of the members of the community we serve, have complex issues and therefore an understanding of safeguarding and mental health first aid is preferred.

An applicant must be confident in basic administrative tasks across Microsoft Office and Google Suite, a working knowledge of Salesforce is preferred.  Board management skills are preferred with basic skills including planning meetings, minute taking and understanding governance policies is required.

An applicant should be able to give examples of successful project management and in doing so demonstrate strong organisational skills, an ability to communicate effectively (written, oral and through presentation) and an understanding of how to measure impact.